

**Minutes of Meeting
Grafton Planning Board
March 14, 2016**

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A regular meeting of the Grafton Planning Board was held on March 14, 2016 in Conference Room A at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Chairman Sargon Hanna, Vice-Chair Michael Scully, Clerk Robert Hassinger, David Robbins, Linda Hassinger. Staff present was Town Planner Joseph Laydon and Assistant Planner Ann Morgan and Office Manager Nicole Larson.

Chairman Hanna called the meeting to order at 7:00 p.m.

1: PUBLIC INPUT

No public input at this time.

ACTION ITEM 2A: REQUEST FOR DETERMINATION FOR MINOR MODIFICATION – T-MOBILE FACILITY AT 116 WORCESTER STREET, GRAFTON MA

Applicant representative Ignacio Formoso was present for the hearing and gave a review on the work that would be done to the existing tower.

MOTION by Mr. Robbins, **SECOND** by Mr. Scully, to find this application to be a minor modification and issue a letter of approval to the Town Clerk. **MOTION** carried unanimously 5 to 0.

ACTION ITEM 2B: REQUEST FOR APPROVAL NOT REQUIRED (ANR 2016-2): 87 FITZPATRICK ROAD – RUTH M. GREGOIRE & ANDREA A. MAFFEI

Ruth Gregoire of 87 Fitzpatrick Road and her daughter Kathy Ebbeling, were present for the hearing and explained to the Board that the goal of the ANR is to settle the land as part of an estate and divide it into 2 equal lots with required frontage. They are working to meet submission requirement for all three towns where in the property lies. Grafton will be the first to sign the Mylar, then Millbury. Mr. Laydon noted that though he was not sure of the ultimate plan for the lots but was under the impression there may be a request for removal from 61A made in the future.

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to find that approval not be required and instruct staff to sign the Mylar. **MOTION** carried unanimously 5 to 0.

ACTION ITEM 2C: DRAFT PLANNING BOARD ANNUAL REPORT

Board Members discussed draft and suggested edits.

MOTION by Mr. Scully, **SECOND** by Mr. Hassinger, to approve the drafted report with edits. **MOTION** carried unanimously 5 to 0.

REVIEW AND DELIBERATION ITEM 3A: DRAFT DECISION: SPECIAL PERMIT (SP 2016-2) – RICHARD CORNELL (APPLICANT/OWNER) – 7 BRUCE STREET – ACCESSORY APARTMENT

Board Members discussed the draft. No edits were noted.

MOTION by Mr. Hassinger, **SECOND** by Mrs. Hassinger, to make favorable the findings along with the waivers and conditions as drafted. **MOTION** carried unanimously 5 to 0.

GENERAL BUSINESS ITEM 5B: STAFF REPORT

Mr. Laydon announced the following:

- Staff is working to finalize the zoning articles for Annual Town Meeting
- Staff met with the Historic Commission to discuss Main Street Improvement Project.
- Staff met with Mass Works to discuss Main Street infrastructure.
- Updates on Worcester Business Development Corporation (WBDC) update on ongoing projects, including the Science Park and Campus Overlay District updates.
- Review of the Affordable Housing Trust Meeting

PUBLIC HEARING 7A: (7:30 P.M.) MODIFICATION OF A DEFINITIVE PLAN APPROVAL (2006.6) – CHARLES KADY, JR (APPLICANT/OWNER) – DENDEE ACRES.

Mr. Laydon informed the Board that the curbing and sidewalks will be completed soon and houses have been built over the last year. The developer is estimating that the development will be complete within the next year. The depression in the road on Elmwood has been repaired and the water line is present.

MOTION by Mr. Hassinger, **SECOND** by Mr. Scully, to approve the modification of the Definitive Plan Approval. **MOTION** carried unanimously 5 to 0.

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to direct staff to draft a decision for the approval of the modification. **MOTION** carried unanimously 5 to 0.

PUBLIC HEARING 7B: (7:30 P.M.) SPECIAL PERMIT AND SITE PLAN APPROVAL (SP 2016-3) – “SUPER PARK” RECREATIONAL FACILITIES - TOWN OF GRAFTON (APPLICANT/OWNER) – 4-6 UPTON STREET.

Mr. Hanna opened the hearing and Mr. Hassinger read the legal notice for the hearing. Tim McNerney, Town Administrator, of 21 Cortland Way, was present for the hearing and presented background and key details of the project. He noted that the applicant is currently working through aspects of the plan with the Conservation Commission. Mr. Hassinger notes that the roadway on the plan should instead be shown as a driveway. Mr. Robbins noted that there are no buffer signs for the wetlands on the plan, as there should be every 25 feet.

Lisa Desrosiers of 3 South Street asked how the lighting will affect the surrounding neighborhood and if there will be night time monitoring of the park. She expressed her concern for traffic at the park entrance and asked how long construction phasing will last. Later in the meeting she expressed her concern for the lack of defined sidewalks and absence of a crosswalk near the park entrance. Mr. Laydon noted that the lighting that foot lighting will be installed low to the ground and undetectable from abutting properties. He also noted that there is no requirement for a traffic study. He added that there will be a ‘No Disturb’ area that will remain as is and Conservation Committee will establish where work can and can’t be done. The vegetation and pines will likely not be disturbed and act as a buffer between the park and the residential properties on South Street.

The Board discussed hours of operation and Mr. Robbins noted that the Planning Board will likely indicate hours of operation, as previously done for other similar projects. Mr. McNerney noted that the Super Park Commission would like construction to begin as early as July of 2016. The Planning Board discussed and requested the following:

- The sidewalk needs more safety consideration.

- Mr. Scully suggested not restricting community build on Sundays as it is likely that it will go for the duration of the weekend.
- Mr. Robbins would like to see more information on phasing.
- The Board would also like to see specifications from the Engineer on the intensity and directionality of the lighting in addition to placement location.
- Letter describing the lack of need for a traffic study.
- Waiver's list needs to be submitted
- Type of fencing needs to be determined and indicated on the revised plan.

Mr. Robbins wanted to be sure that this application is treated like any other that may come before the Board for approval. Jennifer Thomas, Chair of the Super Park Committee, of 67 Upton Street spoke at the hearing and noted that paths between the library and the park will be present for access. Mr. Laydon offered to work with the Super Park Committee to get all outstanding items finalized for the March 28, 2016 Planning Board Meeting.

MOTION by Mr. Robbins, **SECOND** by Mr. Scully, to continue the public hearing to March 28, 2016 upon written request from the applicant. **MOTION** carried unanimously 5 to 0.

GENERAL BUSINESS ITEM 5C: MINUTES OF PREVIOUS MEETINGS; OPEN SESSION MINUTES OF FEBRUARY 22, 2016

The Board discussed the draft and noted one edit.

MOTION by Mr. Robbins, **SECOND** by Mrs. Hassinger, to approve the drafted minutes with single edit as discussed. **MOTION** carried unanimously 5 to 0.

GENERAL BUSINESS ITEM 5D: CORRESPONDENCE

The Board received the Citizen Planner Training Collaborative (CPTC) Conference flyer and local Planning Board notices.

GENERAL BUSINESS ITEM 5A: BILLS

The bills were circulated and signed.

ITEM 6: REPORTS FROM PLANNING BOARD REPRESENTATIVES ON TOWN COMMITTEES AND CMRPC

Mrs. Hassinger gave an update on the Library Committee.

AGENDA ITEM 4: ZONING WORKSHOP – REVIEW OF PROPOSED ARTICLES FOR SPRING ANNUAL TOWN MEETING

Medical Marijuana: Mr. Hanna recused himself from the conversation as the Board discussed the Medical Marijuana Article for submission. Mr. Robbins reviewed the current state regulation. Mr. Scully expressed his interest in presenting additional language further down the road to specify areas “where children congregate” since the stated does not. The Board discussed the timeline for Spring Town Meeting submissions and confirmed that any language submitted at the next meeting on March 28, 2016 could be reviewed.

Water Supply Protection Overlay District (WSPOD): Mr. Laydon presented an updated map to indication the new area of the WSPOD as well as the area that is already part of that district. The Board was concerned that the map did not clearly indicated the 2 different areas and directed staff on

how to make it more clear for Town Meeting. The Board discussed how the expansion of the WSPOD may or may not limit newly imposed areas.

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to add the article to the warrant for Annual Town Meeting. **MOTION** carried unanimously 4 to 1. Mr. Scully – NAY.

Fisherville: Mr. Laydon gave a brief explanation of the need for the article and how it will add more flexibility for the installation of Fisherville Mill community development.

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to add the article to the warrant for the Annual Town Meeting instruct staff to advertise for the public hearing. **MOTION** carried unanimously 5 to 0.

Village Mixed Use District: Mr. Laydon reviewed the need for the article. The Board discussed the implications of the amendment.

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to add the article to the warrant for the Annual Town Meeting and instruct staff to advertise for the public hearing. **MOTION** carried unanimously 5 to 0.

Frontage, Corner Lot, Corner Lot Rear Yard Definitions: Mr. Laydon gave a review on the need for the amended language.

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to add the article to the warrant for the Annual Town Meeting and instruct staff to advertise for the public hearing. **MOTION** carried unanimously 5 to 0.

Institute Road:

MOTION by Mr. Scully, **SECOND** by Mr. Robbins, to add the article to the warrant for the Annual Town Meeting and instruct staff to advertise for the public hearing. **MOTION** carried unanimously 5 to 0.

Use Table Additions: The Board discussed that this article is ready for a public hearing.

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to extend the meeting past 10:00 p.m. **MOTION** carried unanimously 5 to 0.

Use Table Amendment – Other Eating and Drinking Establishments: The Board discussed replacing the sections with a “Y” to “S” indicating that a Special Permit be required for that zoning district.

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins to add the article to the warrant for the Annual Town Meeting with the discussed amendment and instruct staff to advertise for the public hearing. **MOTION** carried unanimously 5 to 0.

Breweries/Microbrewery/Nanobrewery/Brewpub: Mr. Laydon discussed the latest revisions. The Board deliberated on the need for further language and adjusting the table.

MOTION by Mr. Hassinger, **SECOND** by Mr. Scully, to add the article to the warrant for the Annual Town Meeting and instruct staff to advertise for the public hearing. **MOTION** carried unanimously 5 to 0.

ITEM 9: ANY OTHER ITEMS WHICH MAY LAWFULLY COME BEFORE THE BOARD

No other items came before the Board.

ADJOURNMENT

MOTION By Mr. Hassinger, **SECOND** by Mr. Scully, to adjourn the meeting. **MOTION** carried unanimously 5 to 0.

The meeting was adjourned at 10:14 p.m.

Robert Hassinger, Clerk

EXHIBITS

- **Request For Determination For Minor Modification – T-Mobile Facility At 116 Worcester Street, Grafton Ma; received February 25, 2016; includes the following:**
 - Correspondence Letter; Re: Request for Minor Modification Request Replace/Remove T-Mobile Equipment at 116 Worcester Street, Grafton, MA (T-Mobile Site #4DE4268D); submitted by Ignacio Formoso, Agent for T-Mobile; dated February 26, 2016; 1 page.
 - Correspondence Letter; Transmission Equipment Modification to a Base Station; Submitted by Ignacio Formoso, Agent for T-Mobile; dated February 26, 2016; 3 pages.
 - Plan Set; prepared by Chappell Engineering Associates, LLC.; 11" X 17"; black and white; dated February 19, 2016; 7 pages.
- **Special Permit And Site Plan Approval (SP 2016-3) – “Super Park” Recreational Facilities - Town Of Grafton (Applicant/Owner) – 4-6 Upton Street; includes the following:**
 - Application for Special Permit; dated February 10, 2016; received February 22, 2016; 1 page.
 - Application for Site Plan Approval; dated February 10, 2016; received February 22, 2016; 1 page.
 - Certificate of Good Standing; no date; received February 22, 2016; 1 page.
 - Request for Abutters List; dated February 10, 2016; received February 22, 2016; 1 page.
 - Certified Abutters List; signed by Tammy Kalinowski, Office Manager; dated February 10, 2016; 1 page.
 - Letter to Sargon Hanna, Chairman; Request for waiving fees; submitted by Doug Willardson, Assistant Town Administrator; dated February 17, 2016; received February 22, 2016; 1 page.
 - Parcel Information Card: 4 Upton Street; dated February 10, 2016; received February 22, 2016; 1 page.
 - Parcel Information Card: 6 Upton Street; dated February 10, 2016; received February 22, 2016; 1 page.
 - GIS Map of Parcel 4-6 Upton Street; 8 ½" X 11"; black and white; dated February 17, 2016; received February 22, 2016; 2 pages.
 - Conservation Commission Permit, Grafton Stormwater Bylaw and Regulations; dated January 15, 2016; received February 22, 2016; 6 pages.

- Conservation Commission Permit, Grafton Wetlands Bylaw and Regulations; dated January 15, 2016; received date February 22, 2016; 6 pages.
- Massachusetts Department of Environmental Protection, WPA Form 5 – Order of Conditions; date of issuance January 15, 2016; received date February 22, 2016; 13 pages.
- Plan Set; prepared by Land Planning, Inc.; 8 ½" X 11" and 11" X 17"; color; dated December 28, 2015; received February 22, 2016; 5 pages each.
- Email Correspondence; Subject: Grafton "Super Park" – Town of Grafton; submitted by Nancy Conners; dated March 2, 2016; received March 2, 2016; 2 pages.
- Super Park Narrative; no date; received March 3, 2016; 4 pages.
- Draft Decision; Special Permit (SP 2016-2) & Site Plan Approval for 7 Bruce Street, Grafton MA; dated February 25, 2016; no received date; 7 pages.
- Draft Report of the Planning Board 2015; no date; no received date; 3 pages.
- **Modification Of A Definitive Plan Approval (2006.6) – Charles Kady, Jr (Applicant/Owner) – Dendee Acres; received February 16, 2016; includes the following:**
 - Application for Approval of Modified Definitive Plan; dated February 16, 2016; 2 pages.
 - Certificate of Good Standing; signed by the Treasure Collector's Office; dated February 16, 2016; 1 page.
 - Certified Abutters List; signed by Tammy Kalinowski, Office Manager; dated February 10, 2016; 1 page.
- Draft Meeting Minutes; February 22, 2016; no date; no received date; 5 pages.
- Advanced Tools and Techniques for Planning and Zoning Flyer; no date; received March 2, 2016; 5 pages.
- Staff Report with attached draft article proposals; Re: Staff Proposals for Spring Town Meeting; from Joe Laydon, Town Planner; dated March 9, 2016; 30 pages.
- Email Correspondence; Subject: Re: Joint workshop meeting on 08MAR16; submitted by Mark Johnson, of 19 Hilltop Street, dated March 09, 2016; received March 09, 2016; 2 pages.